

Custodial, Labor and Trades Branch
Skilled Trades Group
Locksmith Series

LOCKSMITH

06/99 (CDH)

Summary

Under general supervision, ensure that security devices & related entry mechanisms for buildings, structures, other facilities and equipment are maintained in prescribed operating condition.

Typical Duties:

Install, service and repair various types of locks, door and gate handles, panic bars, door stops and closers, and cabinets and safes. Involves: assembling, disassembling, fitting, modifying, replacing, cleaning and lubricating parts; mounting and removing units; opening locks, setting combinations and keying new and changed locks; grinding individual and master keys; researching and recommending vendors and improved locking devices and systems; standardizing master keys and reporting breakage and unusual key requests to supervisor; requisitioning and maintaining inventories including keys, blanks, door and locks, padlocks, associated security equipment, supplies and other related materials; developing procedures and maintaining records to track master keys and keying groups; issuing and retrieving keys as directed.

Perform related duties as assigned. Involves: substituting for supervisor, of coworkers performing specified duties to maintain continuity of normal operations; assisting supervisor with orientation and training of less knowledgeable employees by explaining and demonstrating work performed as directed; keeping shop and assigned vehicle in clean and orderly condition.

Minimum Qualifications

Training and Experience: Graduation from high school or equivalent, plus two (2) years experience installing and repairing locks, and making keys; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of makes and uses of locks and related components. Good knowledge of: locksmithing tools and equipment; safety practices of the trade; related record keeping procedures.

Ability to: follow oral and written instructions; establish and maintain effective working relationships with various supervisory personnel, fellow employees and the general public; organize and maintain details of own work schedule in responding to emergency requests; read trade publications and recommend lock systems improvements; maintain records and prepare routine and special reports; keep detailed records.

Skill in: safe operation and care of: hand and power tools and equipment; motor vehicle.

Physical Requirements: Frequent hand and finger dexterity; mobility in shop and field environment. Occasional: exposure to outside weather conditions; moving moderately heavy objects (up to 50 pounds); driving through city traffic..

Licenses and Certificates: Texas Class "C" Driver's License.

Special Requirements: Subject to call back, and working flexible hours, weekends, holidays, and extended hours

Director of Personnel

Department Head